

TSEP PROJECT PROGRESS REPORT

NAME OF TSEP RECIPIENT: _____

GRANT CONTRACT NUMBER: #MT-TSEP-CG-06-_____

DRAWDOWN NUMBER: _____

TOTAL AMOUNT REQUESTED: _____

DATE: _____

Administration: Amount Requested \$_____

Include the amount and a brief description of each individual administrative/financial related expenditure (invoice) that will be paid for in whole or in part using TSEP funds. Attach a copy of each invoice. Include summary payroll information for all work performed by the TSEP recipient's employees. At a minimum, include the name, title, time period that work was performed, total hours worked, activities performed, and total amount earned.

Activity: Amount Requested \$_____

Include the amount and a brief description of each individual construction related expenditure (invoice) that will be paid for in whole or in part using TSEP funds. Attach a copy of each invoice. Include summary payroll information for all work performed by the TSEP recipient's employees. At a minimum, include the name, title, time period that work was performed, total hours worked, activities performed, and total amount earned.

Project Status (Administration/Financial and Construction):

This portion of the report should provide a summary of the overall status of the project and any other information relevant to the implementation of the project. Include a description of any accomplishments achieved since the last progress report submitted.

Use quantitative terms whenever possible. First, provide the percent estimate of how complete the project is in its entirety, and then provide estimates for major components of the project.

Provide any other information that appears pertinent, such as anticipated changes in the contract budget, implementation schedule, or scope of services. For example, if you anticipate any problems or delays that could affect the project implementation schedule or budget, these should be fully described and discussed well in advance, since a budget adjustment requires prior approval. Finally, indicate any milestones from the implementation schedule that are behind schedule and indicate when they should be

completed.